



# MILWAUKEE POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURE

### 540 – BOARD-UP SERVICES

**GENERAL ORDER:** 2009-01

**ISSUED:** January 15, 2009

**EFFECTIVE:** January 15, 2009

**ACTION:** Amends General Order 2001-13 (June 18, 2001)

#### **540.00 POLICY**

The Police Department, as part of its community caretaker function, is responsible for maintaining security of property coming into its possession or control.

#### **540.05 POLICE RESPONSIBILITY**

- A. Premises that police members forcibly enter and damage (for example, doors damaged during raids, checking on the welfare of the occupants, or other police actions) shall be secured by department members, unless the property owner refuses department members from securing such doors, windows, etc. Upon receiving supervisory approval, members shall make a request for board-up service by

REDACTED

- B. Whenever board-ups or other emergency services, such as burst pipes, boiler alarms, or any other condition are needed at any property owned or operated by the Milwaukee Public Schools (MPS), department members, after receiving supervisory approval, REDACTED a supervisor from the MPS Facilities and Maintenance Services-Building Operations. A supervisor will be on-duty 24 hours a day, seven days a week. The MPS supervisor shall ensure that MPS personnel will respond to the service request. Department members are **not** to contact the City Hall operator or personnel from the Department of Buildings and Fleet Division for services in the above listed instances that occur at MPS institutions or property.

#### **540.10 SUPERVISOR RESPONSIBILITY**

- A. A police supervisor shall respond to all circumstances where police members forced entry into any building, causing damage. The police member should make every attempt to locate the building owner as prescribed in *section 540.15*. The police supervisor shall fill out and leave a *Damage Notice Report* (Form PD-43) at the location, detailing the reason for the entry and the name and location code of the supervisor on scene of the damage. The completed PD-43 shall be left at the location regardless if the property owner is or is not at the location.

**540.15 OWNER RESPONSIBILITY**

- A. All other required board-ups, as a result of fires, burglaries, or vandalism, are the responsibility of the property owner. Members at the scene of a premises requiring board-up service shall first make a reasonable attempt to notify the owner or custodian. Property owner information is available by accessing the City of Milwaukee's web site and accessing the City Assessor's Office home page or Department of Neighborhood Services (DNS) home page (Milwaukee City Ordinance 200.51.5 requires that the owners of all commercial and most residential properties must provide the DNS registry with the name, address, and phone number of the property owner). If the owner is present and wants to arrange for the board-up, Department members may advise the owner to consult the telephone directory for a board-up service.
- B. If the owner or custodian cannot be located, the member at the scene, after receiving supervisory approval, shall make a request for board-up service by contacting the [REDACTED] [REDACTED]. The member shall remain at the scene until personnel from the Department of Buildings and Fleet Division arrives.

**540.20 POLICE BOARD-UP DATA SHEET-FORM PB-11**

Prior to the arrival of Department of Buildings and Fleet Division personnel, the Department member at the scene shall complete the top portion of the "Police Board-Up Data Sheet" (Form PB-11). After completion of the upper portion of Form PB-11, the member shall separate the original blue bottom page. The member shall retain the blue copy and provide the carpenter(s) with the white and yellow copies. After review by a shift commander, the Form PB-11 shall be retained at the respective districts/bureaus for seven (7) years.

**540.25 ASSESSMENT FEE**

Board-up services performed by the Department of Buildings and Fleet Division will result in an assessment fee on the property owner's property tax bill.



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CHIEF OF POLICE